### HH Weekly Worksheet, Week of ______________________

#### SHAPE OF THE WEEK

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<th>M</th>
<th>T</th>
<th>W</th>
<th>R</th>
<th>F</th>
<th>Weekend</th>
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<tbody>
<tr>
<td></td>
<td>* ELA Planning 10:45</td>
<td>* ELA SPED 10:45</td>
<td>* ELA Dept. Mtg. 4:00</td>
<td>* GLT Mtg. 10:45</td>
<td>* PD 3:00-5:00</td>
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<td><strong>MEETINGS</strong></td>
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<td><strong>Always TO DO</strong></td>
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<td><strong>Writing</strong></td>
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#### Reading

- Lesson Plans
- Materials: M T W TH F / HW
- Teacher Keys: M T W TH F / SCAN
- Prometheans: M T W TH F
- copies
- teacher key copies

#### Writing

- Lesson Plans
- Materials: M T W TH F
- Teacher Keys: M T W TH F / SCAN
- Prometheans: M T W TH F
- copies
- teacher key copies

#### Prep Session

- PS Lesson Plans
- PS Materials

### Advisory

- Lesson Plans

### Emails, Calls, Follow-Up

### General To Dos

#### GLT

- HW LOG EMAIL

### Looking Ahead

- Print Docs: WW PC R W TU

Courtesy of Hollis Hyland